



Embassy of the United States of America

November 12, 2009

To: Prospective Quoters

Subject: Request for Quotations number SGH100-10-Q-0002, Hotel and Conference Services

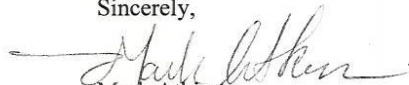
The U.S. Center for Disease Control Refugee Health Program for Africa will be conducting a training conference in Accra from March 15 to March 19, 2010. To support this please find enclosed a Request for Quotations (RFQ) for hotel and conference services. If you would like to submit a quotation, follow the instructions in Section 3 of the solicitation, complete the required portions of the attached document, and submit it to the address shown on the Standard Form 1449 that follows this letter.

The U.S. Government intends to award a contract/purchase order to the responsible company submitting an acceptable quotation at the lowest price. We intend to award a contract/purchase order based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

If you have any questions, please email Mark Atkisson at atkissonmm@state.gov.

Quotations are due by December 1, 2009 at 1600.

Sincerely,


Mark Atkisson
Contracting Officer

Enclosure